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CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA

REPORT WITH RECOMMENDATIONS
on the
POSITION CLASSIFICATION PLAN

October, 1960

J. L. JACOBS & COMPANY

ESTABLISHED 1915

53 WEST JACKSON BOULEVARD

CHICAGO 4, ILLINOIS

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G - Report on Review - Form

J. L. JACOBS & COMPANY
CONSULTANTS IN PUBLIC ADMINISTRATION AND FINANCE
SINCE 1915
53 WEST JACKSON BOULEVARD
CHICAGO 4, ILLINOIS

October 21, 1960

Civil Service Commission of the
City and County of San Francisco
City Hall
San Francisco, California

Gentlemen:

We respectfully submit herewith our report on the survey and development of the position classification plan for all positions in the city and county service subject to civil service classification, including the non-certificated positions in the San Francisco Unified School District, but excluding the various ranks of the uniformed forces of the Police and Fire Departments and operators of the Municipal Railway.

The main divisions of the report include the following:

Section I. Report on the Classification Survey - This section describes the scope of the survey and the procedure used in development of the classification plan, summarizes the significant findings and recommendations of the survey, and recommends appropriate course of action with respect to the adoption, implementation and maintenance of the classification plan and the identification and resolution of problems of status of individual employees.

Section II. Recommended Position Classification Plan - This section sets forth the position classification plan we recommended for adoption as the result and end product of the classification survey, including a proposed classification rule, the classification plan as set forth in the list of classes, the class specifications, and the record of allocation of individual positions to standard classes.

Reviews Completed and Recommended Action

The classification plan has been presented to and reviewed with appropriate departmental officials, supervisors, employees and employee organization representatives. The changes from the preliminary plan which were agreed upon as a result of the reviews and supplemental data furnished are incorporated in this report.

We recommend your early action in final review of the recommended plan, conducting hearings prior to adoption of the plan, and formal adoption of the new classification plan. It is also necessary for you to identify supplemental classes which must be retained from your present classification plan until the related status problems are resolved. These supplemental classes should be retained as applicable to the present incumbents only, with the stipulation that there will be no new appointments or promotions into such classes.

We wish to express our appreciation for the opportunity to serve your Commission in the conduct of this survey and the development of the position classification plan. We also wish to acknowledge the assistance and cooperation we have received during the course of the survey from the staff of your Commission and from the respective departmental officials, supervisors and employees.

Sincerely,

J. L. Jacobs & Company

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Section I

Report on the Classification Survey

Scope of Survey

The survey and development of the position classification plan covered approximately 12,500 positions in the city and county service subject to civil service classification, including the non-certificated positions in the San Francisco Unified School District, but excluding the various ranks of the uniformed forces of the Police and Fire Departments and operators of the Municipal Railway.

In summary, the survey work involved (a) the identification and review of the duties and responsibilities of each position in the service, (b) the grouping together of positions with similar duties and responsibilities into single classes and the corresponding allocation of each position to the appropriate classification, (c) the preparation of a specification or description for each class of positions, (d) the review of preliminary classifications of positions and class specifications with departmental officials and employees, and (e) the preparation of the classification plan recommended for adoption as set forth in this report and including the adjustments to the prelinimary plan which resulted from the departmental and employee review process.

The main purpose of the survey and the plan recommended herein is to provide the City and County of San Francisco with a modern, up-to-date and equitable classification of positions and classification plan. These are the basic foundation of the personnel program to serve the needs of the operating departments and within which to provide an effective system of personnel administration. More specifically, the classification plan sets forth the inventory of types of jobs or work that exist to carry out the services of the city and county government. It is the base for determining the compensation of city and county employees and for accomplishing the several day-to-day personnel actions such as recruitment, examination and selection of employees, promotions, transfers. Also, the up-to-date classification plan will greatly facilitate the budget process and analysis of the extent and distribution of personal services in the city and county activities.

Thus, the establishment of and adherence to the up-to-date classification plan will provide systematic means of employment, will aid the Civil Service Commission and the operating officials in providing and maintaining equitable and progressive personnel administration in the city and county service, and will assist the Civil Service Commission in serving the operating departments with increasing effectiveness.

Survey Procedure and Development of Classification Plan

The general procedure and outline of end products of the classification survey are set forth in the agreement which provides for the survey work. The

following more specifically summarizes and comments on the main steps of procedure followed in review and development of the classification plan.

The position classification plan was developed after analysis and evaluation of the present duties and responsibilities of the individual positions covered in the survey. This basic information is the foundation for determining the classes of positions that exist, to which individual positions are allocated. Thus, the classification plan includes only classes of positions that do exist now, and does not attempt to project future requirements.

The recommended class to which each position is allocated reflects the type and importance of duties and responsibilities of the existing positions. Positions, not individuals, are dealt with. All positions having substantially similar duties and responsibilities are allocated to a standard classification title, and all classes in similar types of employment are arranged under appropriate groups and series.

The main steps of procedure followed in review and development of the position classification plan include the following:

(1) Explanation of the survey methods and objectives to the appointing officers, supervisors, employees and employee organization representatives. This was accomplished through a series of "kick-off" meetings with department heads and employee representatives and additionally during the course of the survey through direct contact with supervisors and employees. The initial written explanation and instruction about the survey was set forth in the memorandum shown as Exhibit A.

(2) Distribution to and completion of individual position description questionnaires by employees, and the review of such questionnaires and provision of supplementary job information by the employees' immediate supervisors and department heads. The position description questionnaire and instructions for its completion are shown in Exhibits B and C.

(3) Office analysis and preliminary grouping of similar positions by the survey staff.

(4) Field analysis or audit of the work of individual positions by review of the duties of positions with the individual employees and their supervisors at their places of work. The individual field audits greatly exceeded the minimum objective to include not less than 15% of the total number of positions covered by the classification survey.

(5) Preliminary grouping and classification or allocation of similar positions or single positions to appropriate classes, as the result of the above analysis. This phase of work included preparation of the initial record of allocation of individual positions to standard classes. Also, as this phase of work proceeded and was completed, the overall classification plan was formulated by listing the recommended classes and organizing them into occupational groups.

(6) Preparation of class specifications for all classes of positions, containing appropriate class titles and descriptions of the characteristics of the class, the duties and responsibilities of positions in the class, the qualification requirements for the class as to training and experience and requisite

knowledge, skills, and abilities, and the normal lines of promotion to and from the class. The guidelines followed in the preparation of class specifications are shown in Exhibit D.

(7) Review of preliminary allocation of positions to standard classes and of class specifications with department officials, employees and employee representatives. For this purpose, the preliminary allocation records and class specifications were distributed for study by the department officials, employees and employee representatives; explanation and instructions on the review process were distributed; and procedure for employee requests for review, departmental review of such requests, and reporting on the results of reviews were established and followed. The instructions on the review process and the forms used for requests for review and reports on reviews are shown as Exhibits E, F and G.

During the review period, all requests for review were analyzed in the office and with department officials, numerous conferences were held with department officials and employee representatives, and the decision on each request was reported to the employee and his department.

(8) Adjustment of preliminary classification plan as a result of the review process, and finalizing of the recommended classification plan. The review of the preliminary allocations and class specifications was one of the most intense and detailed in which we have participated. An inordinate number of requests for review were submitted and processed. However, while many of the recommended changes were not justified and while many of the requests for review dealt with matters other than classification, there were many constructive suggestions and additional information submitted to aid in making the final recommended plan as correct and effective as possible. This was the basic objective of the review process. As a result, the necessary changes were made, including changes in class titles, language and provisions in class specifications, and allocations of individual positions.

This concluded the survey work, with the resultant classification plan recommended for adoption as set forth in this report.

Summary of Significant Findings and Recommendations

The recommended position classification plan set forth in Section II of this report contains the specific and detailed recommendations that have resulted from this survey. They provide for the basic rules to govern administration of the classification plan, the list of classes of positions which comprise the classification plan, the class specifications for each of the classes, and the allocation of individual positions to the appropriate classes.

The end result of the survey work as set forth in the recommended classification plan results from the detailed survey work outline above. It reflects the analysis of duties and responsibilities of the individual positions and groups of similar positions and also reflects certain conclusions developed during the course of the survey as to adequacy of the present classification plan and needs for improvement.

Of primary significance is our conclusion that the present classification plan fails to give the Civil Service Commission the best facility to serve the

operating departments. In too many cases, the present classifications cover widely diversified duties of different levels, so there is no common understanding of the job requirements between the departments and the Commission. This makes it difficult to recruit, examine and certify personnel who may reasonably be expected to satisfactorily perform the work of a particular position.

Also, the existing job descriptions are extremely incomplete to serve the full purpose for which they are intended. Accordingly, this one of the main elements of an effective classification plan is lacking.

These conditions are not particularly unusual in view of the piecemeal development or rather accumulation of the present plan, as additional agencies came under the jurisdiction of Civil Service Commission, and since there has been no overall appraisal of the classifications and the impact on the program for personnel administration.

The recommended classification plan is directed to provide the Civil Service Commission with the most effective facility to serve the respective departments. Common classes are identified and so provided for, while at the same time job requirements peculiar to certain types of work are also identified. There has been no particular effort to either consolidate or to separate classes of work, but rather the emphasis has been made to provide distinct classes of positions based on the kinds of duties and levels of responsbilities that are inherent in the existing positions.

For example, we found that the present clerical classes encompassed both ordinary filing, typing and similar work and also distinctively bookkeeping. We have recommended a series of account clerk classes to distinguish this type of work and to particularly facilitate the employment of persons who are trained or experienced in bookkeeping work to be assigned to these jobs.

Among the present class of porters, we found many employees performing other distinctive work such as operating incinerators and assisting in laboratory work, and we have so classified these positions.

Similarly, we found employees in positions now classified as gardeners performing different levels of work ranging from routine care of grounds to quite responsible horticultural work, and these differences are identified in the proposed plan.

Another example is the present class of chauffeur, in which the work ranges from driving a passenger car to operating heavy road construction equipment. While these differences in work are properly recognized in pay differentials they are not now recognized in classifications for purposes of recruitment and selection of employees. The proposed plan establishes three classes of chauffeur, motor equipment operator and heavy equipment operator to distinguish among these types of work.

Other examples abound, and there also are cases of consolidation of existing classes of positions. In total, the recommended plan includes ~~1,095~~ 1,051 classes of positions as compared with about 845 classes in the present plan. Included in the increased number of classes are many positions which are exempt from civil service jurisdiction but which are listed for salary standardization considerations.

Adoption, Implementation and Maintenance of Classification Plan

The position classification plan set forth in Section II of this report is recommended for adoption by the Civil Service Commission.

Subject to hearings on the recommended plan which the Commission is required to hold prior to adoption, and any adjustments which the Commission may determine, the recommended plan provides for the proper classification of individual positions and class specifications for all classes of positions in the plan.

In proceeding with implementation of the new classification plan, the main problem confronting the Commission is to identify and resolve wherever possible cases where an employee has status in a classification that is different from the class to which his position is allocated. The Commission has established certain guidelines to be used in considering these cases, which need to be translated into firm policy as the basis for resolving these cases. While many cases will be satisfactorily resolved to apply the new classifications, there will be many cases where the status classifications of employees will have to be retained. We naturally recommend that the new classification plan be applied to the maximum degree possible, consistent with Commission policy and legal requirements.

In identifying these cases, there is no good alternative but to check each individual case on the allocation record and determine the appropriate action within Commission policy. The proposed rules provide for the identification of cases where the new classifications cannot be applied because of status problems. This will call such cases to attention where personnel actions are pending and will provide a list of cases to receive priority attention and action to accomplish consistency between the position classification and the employee's status classification.

In cases where the new classifications are applied, the employees should be notified of such classifications applicable to their positions.

To the extent that certain old titles must be retained because of status problems, such titles should be added to the list of titles in the classification plan. They should be identified as supplementary titles with the definite restriction that they are applicable to the incumbents only and that there shall be no new appointments, transfers or promotions into such titles. This is provided for in the proposed classification rule.

In following through on the implementation and providing for maintenance of the classification plan, it is imperative that the system and record for position control accurately show the status of each position and any changes that occur in the future. This is required under the normal course of business, but is particularly mandatory during the period of transition from the present classification plan to the new classification plan. It requires that the allocation records or other records to replace the allocation list must be kept currently up-to-date, with accurate information on the status of each position and the incumbent.

Section II

Recommended Position Classification Plan

Introduction

The position classification plan recommended for adoption by the Commission is set forth hereinafter. The plan contains the following three significant parts:

(1) The classification rule, including the list of classes of positions which comprise the classification plan, to be set forth in Schedule A of the classification rule.

(2) The class specifications for all classes of positions in the classification plan.

(3) The list of allocations of individual positions to the standard classes.

The classification rule recommended herein is patterned after the present rule, but is particularly more specific with respect to the interpretation of the class specifications. We recommend this additional descriptive material in the rule to assure common understanding throughout the city and county service about all features of the classification plan.

The proposed rule is further different from the present rule in that it incorporates the list of classes of positions which comprise the classification plan as a part of the rule. This gives a formal recognition to the list of classes and requires that changes in the classification plan be made as amendments to the rule, which are desirable features.

The proposed rule anticipates action to be taken by the Commission in identifying classes of positions and the allocations of certain positions which may have to be retained as at present because of status problems.

The class specifications and the list of allocations of individual positions to standard classes are submitted in separate volumes of this report. The allocation list identifies each position surveyed and allocated to a standard class by the name of the incumbent of such position at the time the classification review was completed.

Classification Rule

Following is the classification rule recommended for adoption by the Civil Service Commission.

RULES OF THE CIVIL SERVICE COMMISSION

OF SAN FRANCISCO

RULE 1. CLASSIFICATION

Section 1. CLASSIFIED SERVICE: The classified service shall include all positions in the City and County service subject to competitive examination and/ or Salary Standardization.

Section 2. POSITIONS EXEMPT FROM CLASSIFIED SERVICE: The following shall be exempt from classified service and shall constitute the unclassified service: members of Boards and Commissions; teaching and other technical forces of the school department occupying positions required by law to be filled by persons holding a teaching or other certificate; employees of the Law Library; construction employees engaged outside of the city and county; and such other offices and employments specifically exempt by law from both competitive examination and salary standardization.

Section 3. DEFINITION AND ADOPTION OF POSITION CLASSIFICATION PLAN:

Section 3(a). Classification of Positions: All positions in the classified service shall be grouped into classes and each class shall include those positions sufficiently similar in respect to their duties and responsibilites so that similar requirements as to training, experience, knowledge, abilites and skills, and the same rates or ranges of compensation are applicable thereto.

Section 3(b). Class Title: The term "Class Title" means the designation given under these rules to a class and to each position allocated to a class. The Class Title and Class Numbers assigned to positions by the Commission shall be used in all records, reports, statements and communications, including the compensation schedule, annual budget, and Salary Ordinance, payrolls and appropriation ordinances. The meaning of each Class Title is set forth in the corresponding class specification, and it is always to be used and understood in that sense.

Section 3(c). Preparation and Content of Class Specifications: Class specifications shall be prepared by the General Manager, Personnel, defining the duties and responsibilities of all positions and the minimum qualifications required for successful performance of such duties.

Section 3(d). Adoption of Classification Plan: The classes of positions as set forth in Schedule A of this rule, and the specifications for the respective classes, with such amendments as may be made from time to time by the Commission, are hereby adopted and shall constitute the classification plan on the basis of which all positions in the classified service shall be classified.

The class titles included in Schedule A which are marked with an asterisk (*) are supplemental to the basic classification plan and are included in the classification plan to be applicable only to the incumbents of positions in such classes at the date the classification plan was adopted. There shall be no new appointments, transfers or promotions into such supplementary classes of positions.

Section 3(e). Official Copy of Classification Plan: The General Manager, Personnel, shall maintain in convenient form for workable purposes an accurate and complete copy of the position classification plan to be designated as the official copy. Such official copy shall contain the list of class titles, the approved class specifications and the record of the allocation or classification of all positions to the standard classifications. The official copy shall be currently maintained to reflect all changes made in classifications. All changes made in allocations of positions shall be recorded in the official minutes of the Commission.

The General Manager, Personnel, shall provide each appointing authority with one or more sets of the class specifications of those classes to which positions in his department are allocated and such other classes as he sees fit. Such class specifications in the Civil Service Commission or offices of the appointing authorities shall be open for inspection by the appointing authorities and the employees or the public under reasonable conditions during business hours.

Section 4. INTERPRETATION OF CLASS SPECIFICATIONS:

Section 4(a). Purpose and Effect of Classifications: Each class specification describes the main characteristics and qualification requirements of positions in the class, gives examples of specific duties which employees holding such positions may properly be required to perform, and lists the normal lines of promotion to and from the class. The class specification is descriptive and explanatory but not restrictive. The listing of particular examples of duties does not preclude the assignment of other tasks of related and similar kind or character not specifically mentioned. The class specifications are intended to indicate the kinds of positions that should be allocated to the various classes and shall not be construed as declaring what the specific duties and responsibilities of a position shall be, or as limiting or modifying the power of an appointing authority to assign duties and to direct and control the work of employees under his supervision.

Section 4(b). Application of Specifications to Positions: In determining the class to which a position should be allocated, the specification of each class shall be considered in its entirety and in relation to the specifications of other related classes in the classification plan. Consideration shall be given to the general duties, specific tasks, responsibilities, qualifications desired, and the relation to other classes, as affording together a picture of the kind of employment that the class is intended to embrace.

Section 4(c). Statement of Minimum Qualifications: The statement of qualifications in a class specification is intended to be used in determining the admissibility of candidates to competitive examinations, as an aid in the preparation of such examinations, and for use in determining the relative value of positions in one class with positions in other classes. The General Manager, Personnel, in collaboration with the appointing authorities, shall determine combinations of training and experience for the respective classes which are equivalent to the minimum qualifications stated in the class specifications, when alternatives or substitutions are not specified.

Section 4(d). Promotive Lines: The statement of promotive lines in a class specification is intended to indicate the normal lines of promotion to and from the class, normally in the same or directly related occupational group. The

stated lines of promotion are not restrictive and shall not limit the promotional opportunities to and from the class for employees who otherwise exhibit the required qualifications. The extension of lines of promotion for any class shall be determined by the General Manager, Personnel, in collaboration with the appointing authorities.

Section 5. APPLICATION, ADMINISTRATION AND MAINTENANCE OF THE CLASSIFICATION PLAN:

Section 5(a). Responsibilities of the Civil Service Commission: The Civil Service Commission shall perform the work of administering and maintaining the classification plan, including the interpretation and application of these rules and the designation of positions in the classified service. The Commission shall direct necessary reviews and preparation of reports to determine appropriate action to assure that the classification plan is kept current and that any important changes in duties and responsibilities in any existing positions and of new positions are reflected in the plan.

Section 5(b). Allocation and Re-allocation of Positions: The positions in the classified service shall be allocated to the appropriate class by the Civil Service Commission, and records shall be maintained by the Commission as part of the official copy of the classification plan to name and list all positions in the classified service and to show the allocation of such positions to the standard classes. Such allocation records shall be currently maintained by the Commission to reflect any approved re-allocations or any amendments to the classification plan.

When the Civil Service title of an employee is different from the title of his position, an asterisk (*) will be affixed to the employee title and a footnote entered in the allocation record specifying that when the position is vacated it shall be filled by an employee having Civil Service status in the class title of the position and specifying such class title.

The Commission shall provide for the re-allocation of any position from one class to another class whenever a change in duties and responsibilities of such position make the class to which the position was previously allocated no longer applicable. Any re-allocation to be made shall be made with the knowledge of the employee concerned and his appointing authority, and shall not adversely affect the Civil Service rights of an occupant regularly holding such position.

Section 5(c). Reclassification of Positions: The Commission shall have the right to initiate and conduct investigations of positions in the classified service when it deems such investigation necessary, and shall make changes in classification where the facts are considered to warrant such action. In this connection, the Commission may at any time secure from any appointing authority or employees involved, new statements of the current duties and responsibilities of the position under consideration. The appointing authority and employees concerned shall have an opportunity to be heard before a change in classification is recommended.

Section 5(d). Changes Requiring Formal Approval of the Commission: The approval of the Commission shall be obtained for the establishment of any new class, changes in class titles, or changes in class grades. Such changes shall take the form of amendments to the classification plan as provided under these rules.

Section 5(e). Requests for Classification Adjustments by Appointing Authorities: Whenever any appointing authority proposes that a new position or a new class shall be created, or that a significant change has been made in the duties, authority and responsibilities of an existing position, such appointing authority shall thereupon report and submit the facts in writing to the Commission in the manner and on the forms prescribed by the Commission.

The Commission shall make a study and analysis of the duties and responsibilities of any such position and of the relationship of such position to other classes of positions and shall determine any change or amendment of the classification plan it deems necessary.

Section 5(f). Employee Requests for Classification Adjustments: Any employee shall have the right to consideration by the Commission of any request he may have with respect to a change in the classification of his position. The employee shall make his request initially to the appointing authority who shall promptly seek to arrive at a solution which is consistent with the classification plan and acceptable to the employee. Where the appointing authority is unable to resolve such a request in a manner that the employee is willing to accept in writing, the matter shall then be submitted to the Commission for review and such further action as it may deem appropriate.

SCHEMATIC INDEX

TO

CLASS SPECIFICATIONS

BY

OCCUPATIONAL SERVICES AND GROUPS

(According to Class Code Numbers and Corresponding Class Titles)

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ADMINISTRATIVE, PERSONNEL, FISCAL AND CLERICAL SERVICE
(Code 1000)

Administrative and Management Group (Code 1100)

Class Code	Class Title
1102	Parking Authority Assistant Manager
1104	Parking Authority Manager
1108	Health Service System Director
1112	Retirement System General Manager
1116	Commercial Division Assistant Manager
1118	Commercial Division Manager
1124	Assistant Public Administrator
1126	Public Administrator
1130	Assistant Registrar of Voters
1132	Registrar of Voters
1134	Assistant Recorder
1136	Assistant County Clerk
1138	County Clerk-Recorder
1140	Director of Finance and Records
1144	Chief Assistant Clerk, Board of Supervisors
1146	Clerk of the Board of Supervisors
1150	General Manager, Department of Electricity
1160	Assistant Director of Procurement and Services
1162	Director of Procurement and Services
1166	Director of Public Health
1170	Administrative Secretary, Public Utilities Commission
1172	General Manager of Public Utilities
1180	Executive Assistant to the Chief Administrative Officer
1182	Chief Administrative Officer
1190	Mayor

Personnel Group (Code 1200)

1202	Personnel Clerk
1204	Senior Personnel Clerk
1206	Principal Personnel Clerk
1210	Sick Report Investigator
1212	Payroll Audit Clerk
1214	Senior Payroll Audit Clerk
1216	Principal Payroll Audit Clerk
1218	Principal Certification Clerk
1220	Payroll and Personnel Clerk
1222	Senior Payroll and Personnel Clerk
1224	Principal Payroll and Personnel Clerk
1226	Chief Payroll and Personnel Clerk
1230	Personnel Aide - Tests and Measurements
1232	Personnel Technician - Tests and Measurements
1234	Senior Personnel Technician - Tests and Measurements
1236	Principal Personnel Technician - Tests and Measurements
1238	Chief Personnel Technician - Tests and Measurements
1250	Personnel Aide
1252	Personnel Analyst
1254	Senior Personnel Analyst

Personnel Group (Code 1200) (Continued)

Class Code	Class Title
1256	Principal Personnel Analyst
1258	Chief Personnel Analyst
1270	Departmental Personnel Officer
1272	Senior Departmental Personnel Officer
1274	Director, Bureau of Personnel and Safety
1276	Director of Recruitment and Examinations
1280	Director of Classification and Pay
1284	Assistant Secretary, Civil Service Commission
1288	Personnel Director, In-Service Activities
1292	General Manager, Personnel

Publicity and Public Relations Group (Code 1300)

1302	Usher, Mayor's Office
1310	Public Relations Assistant
1312	Public Information Officer
1314	Public Relations Officer
1320	Publicity Representative (DeYoung Museum)
1330	Consumer Relations Representative
1332	Consumer Relations Supervisor
1340	Public Relations Bureau Director
1342	Public Service Assistant Director, Mayor's Office
1344	Public Service Director, Mayor's Office

Clerical, Typing and Stenographic Group (Code 1400)

1402	Junior Clerk
1404	Clerk
1406	Senior Clerk
1408	Principal Clerk
1410	Chief Clerk
1422	Junior Clerk Typist
1424	Clerk Typist
1426	Senior Clerk Typist
1430	Transcriber Typist
1432	Senior Transcriber Typist
1436	Braille Typist
1440	Medical Transcriber Typist
1442	Junior Clerk Stenographer
1444	Clerk Stenographer
1446	Senior Clerk Stenographer
1450	Principal Clerk Stenographer
1452	Stenographic Secretary
1453	Special Stenographic Secretary to the Mayor
1454	Stenographic Secretary to the Mayor
1458	Legal Stenographer
1460	Senior Legal Stenographer

Class Code	Class Title
1464	Medical Clerk Stenographer
1466	Meter Reader
1468	Water Services Clerk
1470	Services and Supply Assistant Supervisor
1472	Services and Supply Supervisor
1474	Claims Process Clerk
1476	Senior Claims Process Clerk
1478	Senior Water Services Clerk
1480	Principal Water Services Clerk
1486	Educational Credentials Technician
1490	Messenger Center Supervisor
1492	Assistant Clerk, Board of Supervisors

Administrative Secretarial Group (Code 1500)

1502	Confidential Secretary to Manager, Parking Authority
1506	Confidential Secretary to Sheriff
1510	Confidential Secretary to Public Defender
1514	Confidential Secretary to Superintendent of Schools
1518	Confidential Secretary to Assessor
1520	Confidential Secretary to District Attorney
1522	Confidential Secretary to City Attorney
1526	Confidential Secretary to Mayor
1540	Secretary, Fire Commission
1544	Secretary, Library Commission
1548	Secretary, Public Welfare Commission
1556	Administrative Secretary, City Planning Commission
1570	Executive Secretary to the Board of Permit Appeals
1574	Executive Secretary to the Controller
1578	Executive Secretary to the Mayor

Payroll, Billing and Accounting Group (Code 1600)

1602	Comptometer Operator
1606	Utility Billing Machine Operator
1610	Utility Billing Clerk
1612	Senior Utility Billing Clerk
1616	Closing Accounts Biller
1620	Billing Pre-Auditor
1626	Junior Account Clerk
1630	Account Clerk
1632	Senior Account Clerk
1634	Principal Account Clerk
1638	Accounting Machine Operator
1640	Senior Accounting Machine Operator
1644	Machine Accounting Technician

Payroll, Billing and Accounting Group (Code 1600) (Continued)

Class Code	Class Title
1650	Junior Accountant
1652	Accountant
1654	Senior Accountant
1656	Principal Accountant
1658	Supervising Accountant
1660	School District Accounting Supervisor
1662	Billing and Collection Assistant Supervisor
1664	Billing and Collection Supervisor
1668	Consumer Accounts Assistant Supervisor
1670	Consumer Accounts Supervisor
1674	Accounts Bureau Assistant Director
1676	Accounts Bureau Director
1680	Assistant Controller
1682	Controller

Office and Photographic Machine Group (Code 1700)

1702	Police Ring-In Operator
1706	Telephone Operator
1708	Senior Telephone Operator
1710	Chief Telephone Operator
1714	Addressing Machine Operator
1716	Senior Addressing Machine Operator
1720	Key Punch Operator
1722	Tabulating Machine Operator
1724	Senior Tabulating Machine Operator
1726	Principal Tabulating Machine Operator
1728	Tabulating Division Supervisor
1730	Electronic Data Processing Center Assistant Supervisor
1732	Electronic Data Processing Center Supervisor
1740	Blueprinting Machine Operator
1742	Senior Blueprinting Machine Operator
1750	Photostat Operator
1752	Senior Photostat Operator
1760	Offset Machine Operator
1762	Senior Offset Machine Operator
1770	Photographer
1772	Photo-Lithographer
1774	Head Photographer
1780	Central Services Supervisor

Budget, Administrative and Statistical Analyst Group (Code 1800)

1802	Research Assistant
1804	Statistician
1806	Senior Statistician

Class Code	Class Title
1810	Actuarial Clerk
1812	Senior Actuarial Clerk
1814	Assistant Actuary
1816	Actuary
1820	Junior Administrative Analyst
1822	Administrative Analyst
1824	Principal Administrative Analyst
1830	Administrative Assistant to the Mayor

Purchasing and Storekeeping Group (Code 1900)

1902	Clothing Room Attendant
1906	Toolroom Attendant
1914	Film Serviceman
1916	Custodian - R.O.T.C.
1920	Stores Clerk
1922	Senior Stores Clerk
1924	Materials and Supplies Supervisor
1926	Senior Materials and Supplies Supervisor
1928	School Supplies Analyst
1930	Supply Room Attendant
1932	Assistant Storekeeper
1934	Storekeeper
1936	Senior Storekeeper
1938	Stores and Equipment Assistant Supervisor
1940	Stores and Equipment Supervisor
1950	Assistant Purchaser
1952	Purchaser
1954	Purchaser (Printing)
1956	Senior Purchaser

HEALTH, WELFARE, DIETARY AND HOUSEKEEPING SERVICE (Code 2000)

Hospital Administration Group (Code 2100)

2102	Night Male Ambulatory Supervisor
2104	Day Male Ambulatory Supervisor
2110	Night Female Ambulatory Supervisor
2112	Day Female Ambulatory Supervisor
2120	Institutional Admitting Officer
2122	Psychiatric Admitting Officer
2124	Director of Admissions, San Francisco General Hospital
2128	Administrative Assistant, Laguna Honda Home
2130	Emergency Hospital Service Assistant Superintendent
2132	Emergency Hospital Service Superintendent

Hospital Administration Group (Code 2100) (Continued)

Class Code	Class Title
2140	Night Supervisor, Laguna Honda Home
2150	Night Medical Administrator, San Francisco GeneralHospital
2155	Assistant Administrator, Non-Medical, Hassler Health Home
2160	Assistant Administrator, Non-Medical
2170	Assistant Administrator, Medical
2180	Administrator, Hassler Health Home
2182	Administrator, Laguna Honda Home
2184	Administrator, San Francisco General Hospital

Medical and Dental Group (Code 2200)

2202	Dental Aide
2204	Dental Hygienist
2210	Dentist
2212	Director, Division of Dental Health
2220	Physician
2222	Senior Physician
2230	Physician Specialist
2232	Senior Physician Specialist
2234	District Health Officer
2240	Roentgenologist
2250	Director of Clinical Psychiatry

Nursing Group (Code 2300)

2302	Orderly
2304	Psychiatric Orderly
2308	Surgical Aide
2312	Licensed Vocational Nurse
2320	Registered Nurse
2322	Head Nurse
2324	Nursing Supervisor
2330	Anesthetist
2340	Operating Room Nurse
2342	Head Nurse, Surgery
2344	Assistant Director of Nurses, Surgery
2350	Instructor of Nursing
2352	Assistant Director of Nursing Education
2360	Director of Nurses, Hassler Health Home
2368	Assistant Director of Nurses
2370	Director of Nurses

Laboratory Group (Code 2400)

2402	Laboratory Helper
2406	Pharmacy Helper
2408	Senior Pharmacy Helper

Laboratory Group (Code 2400) (Continued)

Class Code	Class Title
2412	School Laboratory Assistant
2416	Bacteriological Laboratory Assistant
2420	Tissue Technician
2424	X-Ray Laboratory Aide
2426	X-Ray Technician
2428	Senior X-Ray Technician
2432	Electrocardiograph Technician
2434	Senior Electrocardiograph Technician
2436	Electroencephalograph Technician
2438	Blood Bank Technician
2440	Senior Blood Bank Technician
2444	Clinical Laboratory Technologist
2446	Senior Clinical Laboratory Technologist
2450	Pharmacist
2452	Senior Pharmacist
2456	Assistant Toxicologist
2458	Toxicologist
2462	Microbiologist
2464	Senior Microbiologist
2466	Chief Microbiologist
2470	Water Chemist
2472	Senior Water Chemist
2476	Sewage Treatment Chemist
2478	Senior Sewage Treatment Chemist
2482	Engineering Chemist
2486	Public Health Chemist
2488	Senior Public Health Chemist
2490	Chief Public Health Chemist

Therapy and Auxiliary Group (Code 2500)

2502	Sterilizer Operator
2506	Central Supply Room Aide
2508	Central Supply Room Assistant Supervisor
2510	Central Supply Room Supervisor
2514	Orthopedic Technician
2518	Coroner's Ambulance Driver
2520	Morgue Attendant
2522	Senior Morgue Attendant
2524	Coroner's Estate Investigator
2526	Ambulance Driver
2528	Medical Steward
2530	Senior Medical Steward
2534	Student Vision Screening Technician
2538	Audiometrist
2542	Speech Therapist

Therapy and Auxiliary Group (Code 2500) (Continued)

Class Code	Class Title
2546	Handicraft Instructor
2548	Occupational Therapist
2550	Senior Occupational Therapist
2552	Director of Diversional Activities and Volunteer Services
2554	Physical Therapy Aide
2556	Physical Therapist
2558	Senior Physical Therapist
2562	Chiropractic Consultant
2564	Podiatrist
2566	Rehabilitation Counselor
2568	Coordinator of Rehabilitation Services
2574	Clinical Psychologist
2576	Senior Clinical Psychologist
2578	Chief Clinical Psychologist
2580	Deputy Coroner
2582	Chief Deputy Coroner
2584	Coroner

Dietary and Food Group (Code 2600)

2602	Kitchen Helper
2608	Vegetable Man
2612	Cafeteria Helper
2614	School Lunchroom Helper
2618	Food Service Supervisor
2622	Special Diet Aide
2624	Dietician
2626	Chief Dietician
2630	School Lunchroom Cook
2632	Cook-Manager, Elementary School
2634	Cook-Manager, Secondary School
2636	School Lunchrooms Assistant Supervisor
2650	Cook's Assistant
2652	Pastry Cook
2654	Cook
2656	Chef
2660	Administrative Chef

Housekeeping and Laundry Group (Code 2700)

2702	Janitress
2704	School Janitress
2706	Housekeeper
2710	House Mother
2714	Janitor
2716	Janitor Sub-Foreman
2718	Janitor Foreman

Class Code	Class Title
2720	Janitorial Services Supervisor
2724	School Janitor
2726	School Janitor Sub-Foreman
2728	Janitor Supervisor (City College)
2730	School Janitorial Services Assistant Supervisor
2732	School Janitorial Services Supervisor
2736	Porter
2738	Porter Sub-Foreman
2740	Porter Foreman
2744	Interior Window Cleaner
2750	Laundry Utility Worker
2752	Senior Laundry Utility Worker
2754	Laundry Machine Operator
2756	Washer
2758	Senior Washer
2762	Presser Operator
2764	Senior Presser Operator
2768	Laundress
2772	Seamstress
2774	Head Seamstress
2778	Laundry Clerk
2782	Laundry Superintendent
2784	Porter General Foreman
2786	General Services Manager

Public Health Group (Code 2800)

2802	School Children's Orderly
2806	Venereal Disease Investigator
2808	Venereal Disease Interviewer
2812	Chief Deputy Registrar of Vital Statistics
2816	Chief, Bureau of Records and Statistics
2820	Health Education Assistant
2822	Health Educator
2824	Chief, Bureau of Health Education
2830	Public Health Nurse
2832	Supervising Public Health Nurse
2834	Assistant Director of Public Health Nursing
2836	Director of Public Health Nursing
2840	Student Health Advisor
2844	Crippled Children Services Supervisor
2848	Educational Director, Public Health Nursing
2854	Chief, Division of Venereal Disease Control
2858	Chief, Division of Tuberculosis Control
2864	Director, Adult Guidance Center
2868	Assistant Director, Bureau of Disease Control
2870	Director, Bureau of Disease Control
2886	Director, Bureau of Maternal and Child Health
2888	Program Chief, Mental Health Services
2890	Assistant Director of Public Health

Social Welfare Group (Code 2900)

Class Code	Class Title
2902	Resource Investigator
2906	Social Worker Trainee
2910	Social Worker
2912	Senior Social Worker
2914	Social Work Supervisor
2920	Medical Social Worker
2922	Senior Medical Social Worker
2924	Medical Social Work Supervisor
2930	Psychiatric Social Worker
2932	Senior Psychiatric Social Worker
2934	Psychiatric Social Work Supervisor
2940	Child Welfare Worker
2942	Senior Child Welfare Worker
2944	Child Welfare Supervisor
2950	Social Welfare Division Supervisor
2960	Rehabilitation Center Work Supervisor
2962	Rehabilitation Center Assistant Manager
2964	Rehabilitation Center Manager
2970	Public Welfare Assistant Director-Administrative
2972	Public Welfare Assistant Director-Social Service
2974	Public Welfare Director

RECREATION, PARK, AGRICULTURAL AND CULTURAL SERVICE (Code 3000)

Administrative Group (Code 3100)

3102	Assistant Business Manager, Recreation and Park Department
3104	Business Manager, Recreation and Park Department
3110	Executive Secretary to the General Manager, Recreation and Park Department
3120	Agricultural and Land Division Manager
3130	Arboretum Director
3140	General Manager, Recreation and Park Department

Recreation Group (Code 3200)

3202	Locker Room Attendant
3204	Pool Stewardess
3206	Beach Lifeguard
3208	Pool Lifeguard
3210	Head Lifeguard
3212	Swimming Instructor
3214	Senior Swimming Instructor
3216	Aquatics Supervisor
3220	Assistant Rangemaster
3222	Rangemaster
3226	Golf Course Starter
3228	Golf Course Operations Supervisor

Recreation Group (Code 3200) (Continued)

Class Code	Class Title
3232	Assistant Harbormaster
3234	Harbormaster
3238	Dance Instructor
3240	Drama Instructor
3242	Dramatics and Dancing Supervisor
3246	Music Assistant
3248	Pianist
3250	Orchestra Instructor
3252	Music Supervisor
3256	Photography Instructor
3257	Senior Photography Instructor
3258	Photography Director
3260	Crafts Instructor
3262	Curator of Arts and Crafts, Junior Museum
3266	Assistant to Municipal Stadiums Manager
3268	Municipal Stadiums Manager
3276	Athletics Supervisor
3280	Assistant Recreation Leader
3282	School Recreation Leader
3284	Recreation Leader
3286	Senior Recreation Leader
3288	Recreation Area Supervisor
3289	School Recreation Supervisor
3290	Supervising Recreation Leader
3292	Recreation Assistant Superintendent
3294	Recreation Superintendent

Parks Group (Code 3300)

3302	Vendor
3306	Rides Attendant
3310	Stableman
3320	Animal Keeper
3322	Assistant Head Animal Keeper
3324	Head Animal Keeper
3330	Amusement Operations Manager
3332	Concessions and Amusements Assistant Supervisor
3334	Concessions, Amusements and Camp Supervisor
3340	Zoo Director
3350	Parks Superintendent

Agriculture and Horticulture Group (Code 3400)

3402	Farmer
3404	Jail Farm Supervisor
3410	Caretaker
3414	Groundskeeper, Sports
3416	Gardener
3417	Power Mower Operator
3418	Gardener Sub-Foreman
3419	Municipal Stadiums Groundskeeper
3420	Gardener Foreman
3424	Insecticide Spray Operator

Class Code	Class Title
3428	Nurseryman
3430	Chief Nurseryman
3432	Arboretum Accessions Supervisor
3434	Tree Topper
3436	Tree Topper Foreman
3440	Street Planting Supervisor
3450	Agricultural Inspector
3452	Senior Agricultural Inspector
3454	Chief Agricultural Inspector
3460	Agricultural Instructor
3464	Area Supervisor, Parks, Squares and Facilities
3466	Assistant Superintendent, Parks, Squares and Facilities
3470	Golf Course Maintenance Supervisor
3474	School Grounds Maintenance Supervisor
3478	Farmers Market Assistant Manager
3480	Farmers Market Manager
3484	Agricultural Division Land Agent

Cultural Group (Code 3500)

3502	Museum Exhibit Packer and Repairer
3506	Aquarist
3508	Senior Aquarist
3512	Aquarium Exhibit Preparator
3516	Aquatic Collector
3520	Museum Preparator
3522	Senior Museum Preparator
3524	Principal Museum Preparator
3526	Museum Conservator Assistant
3528	Museum Conservator
3534	Museum Photographer
5340	Curatorial Aide
3546	Curator
3548	Curator of Natural Science, Junior Museum
3550	Senior Curator, Junior Museum
3552	Junior Museum Director
3556	Museum Registrar
3560	Executive Secretary, Art Commission
3562	Executive Secretary, Board of Trustees, California Palace of the Legion of Honor
3564	Executive Secretary, Board of Trustees, M.H.deYoung Memorial Museum
3570	Administrative Assistant, M.H. deYoung Memorial Museum
3572	Director, M. H. deYoung Memorial Museum
3576	Assistant Director, California Palace of the Legion of Honor
3578	Director, California Palace of the Legion of Honor
3582	Maritime Museum Director

Library Group (Code 3600)

Class Code	Class Title
3602	Library Page
3606	Book Processor
3610	Library Assistant
3614	Music Librarian
3630	Librarian (Branch Library Services) (Central Library Services) (Technical Services)
3632	Senior Librarian (Branch Library Services) (Central Library Services) (Children's Services) (Senior Librarian (Technical Services)
3634	Principal Librarian (Branch Library Services) (Central Library Services) (Children's Services) (Technical Services)
3636	Principal Librarian-Public Relations
3638	Chief Librarian (Branch Library Services) (Central Library Services) (Technical Services)
3640	Coordinator, Children's Library Activities
3650	Medical Record Librarian
3652	Senior Medical Record Librarian
3660	City Attorney Law Librarian
3670	City Librarian

PROPERTY, APPRAISAL, TAXATION AND REVENUE SERVICE (Code 4000)

Property Administration Group (Code 4100)

4102	Airport Lease Records Supervisor
4110	Rental Property Supervisor
4120	Executive Secretary, Board of Trustees, War Memorial
4122	Managing Director, War Memorial
4130	Convention Facilities Assistant Manager
4132	Convention Facilities Manager
4140	Right-of-Way Agent
4142	Senior Right-of-Way Agent
4144	Assistant Director of Property
4150	Director of Property

Appraisal and Taxation Group (Code 4200)

Class Code	Class Title
4202	Assessment Clerk
4206	Veterans AssessmentServices Supervisor
4208	Assessment Services Supervisor
4212	Real Property Records Supervisor
4214	Personal Property Records Supervisor
4220	Personal Property Auditor
4222	Senior Personal Property Auditor
4224	Principal Personal Property Auditor
4226	Chief Personal Property Auditor
4230	Estate Investigator
4234	Estate Tax Analyst
4240	Inheritance Tax Examiner
4242	Senior Inheritance Tax Examiner
4244	Principal Inheritance Tax Examiner
4250	Marine Appraiser
4252	Senior Marine Appraiser
4256	Real Estate Analyst
4260	Real Property Appraiser (Land)
4262	Senior Real Property Appraiser (Land)
4263	Principal Real Property Appraiser (Land)
4264	Chief Real Property Appraiser (Land)
4270	Real Property Appraiser (Buildings)
4272	Senior Real Property Appraiser (Buildings
4273	Principal Real Property Appraiser (Buildings)
4274	Chief Real Property Appraiser (Buildings)
4280	Administrative Assistant to the Assessor
4282	Assistant Assessor
4290	Assessor

Revenue Group (Code 4300)

4302	Cafeteria Cashier Clerk
4306	Collections Clerk
4308	Senior Collections Clerk
4312	Bond and Coupon Clerk
4316	Head Property Tax Clerk
4320	Teller
4324	Parking Meter Collector
4326	Parking Meter Collections Supervisor
4330	Investment Administrator
4334	Investigator, Tax Collector
4336	License Bureau Assistant Supervisor
4338	License Bureau Supervisor
4342	Central Permit Bureau Supervisor
4346	Delinquent Revenue Assistant Supervisor
4348	Delinquent Revenue Supervisor
4352	Cashier, Sheriff
4356	Cashier, County Clerk
4360	Assistant Cashier, Water Department

Revenue Group (Code 4300) (Continued)

Class Code	Class Title
4362	Cashier, Water Department
4364	Assistant Collection Supervisor, Water Department
4366	Collection Supervisor, Water Department
4370	Assistant Cashier, Tax Collector
4372	Cashier, Tax Collector
4374	Tax Collector
4380	Cashier, Treasurer
4382	Senior Cashier, Treasurer
4384	Assistant Treasurer
4390	Treasurer

ENGINEERING AND PUBLIC WORKS SERVICE
(Code 5000)

Administrative Group (Code 5100)

5102	Public Buildings Maintenance and Repair Assistant Superintendent
5104	Public Buildings Maintenance and Repair Superintendent
5110	Urban Renewal Coordinator
5112	Zoning Administrator
5114	City Planning Assistant Director
5116	City Planning Director
5120	Architectural Administrator
5122	Assistant City Architect
5124	City Architect
5128	Sewage Pumping Stations Superintendent
5130	Sewage Treatment Plant Superintendent
5132	Sewer Repair and Sewage Treatment Superintendent
5134	Sewage Treatment Plants General Superintendent
5138	Hetch Hetchy Project Engineer of Operations
5140	Hetch Hetchy Project Assistant Manager
5142	Utilities Engineering Bureau Assistant Chief Engineer
5144	Hetch Hetchy Project and Utilities Engineering Bureau General Manager and Chief Engineer
5148	Water Supply Superintendent, Fire Department
5150	Alameda Division Assistant Manager
5152	Alameda Division Manager
5154	Peninsula Division Assistant Manager
5156	Peninsula Division Manager
5158	City Distribution Division Assistant Manager
5160	City Distribution Division Manager
5162	Water Purification Division Manager
5164	Water Department Assistant General Manager and Chief Engineer
5166	Water Department General Manager and Chief Engineer
5170	Street Cleaning Superintendent
5172	Street Repair Superintendent
5174	Administrative Engineer

Class Code	Class Title
5176	Chief Valuation and Rate Engineer
5180	Assistant City Engineer
5182	City Engineer
5183	Building Inspection Assistant Superintendent
5184	Building Inspection Superintendent
5186	Assistant Director of Public Works (Administrative)
5188	Assistant Director of Public Works (Maintenance and Operations)
5190	Director of Public Works

Professional Engineering Group (Code 5200)

5202	Junior Civil Engineer
5204	Assistant Civil Engineer
5206	Associate Civil Engineer
5208	Civil Engineer
5210	Senior Civil Engineer
5212	Principal Civil Engineer
5214	Building Plans Engineer
5216	Chief Surveyor
5220	Junior Water Purification Engineer
5222	Assistant Water Purification Engineer
5224	Associate Water Purification Engineer
5228	Assistant Traffic Engineer
5230	Associate Traffic Engineer
5232	Senior Traffic Engineer
5234	Junior Electrical Engineer
5236	Assistant Electrical Engineer
5238	Associate Electrical Engineer
5240	Electrical Engineer
5242	Senior Electrical Engineer
5246	Radio Engineer
5250	Junior Mechanical Engineer
5252	Assistant Mechanical Engineer
5254	Associate Mechanical Engineer
5256	Mechanical Engineer
5258	Senior Mechanical Engineer
5262	Building Maintenance and Repair Assistant Engineer
5264	Building Maintenance and Repair Engineer
5268	Architect
5270	Senior Architect
5274	Landscape Architect
5278	Assistant City Planner
5280	Associate City Planner
5282	Senior City Planner
5286	Urban Renewal Analyst
5290	Assistant City Planner (Zoning)
5292	Associate City Planner (Zoning)
5294	Senior City Planner (Zoning)
5296	Assistant Zoning Administrator

Sub-Professional Engineering Group (Code 5300)

Class Code	Class Title
5302	Traffic Serviceman
5306	Assistant Hydrographer
5308	Hydrographer
5310	Surveyor's Field Assistant
5312	Instrument Man
5314	Survey Party Chief
5320	Illustrator and Art Designer
5328	City Planning Draftsman
5330	Senior City Planning Draftsman
5334	Junior Architectural Draftsman
5336	Architectural Draftsman
5338	Senior Architectural Draftsman
5342	Junior Mechanical Draftsman
5344	Mechanical Draftsman
5346	Senior Mechanical Draftsman
5350	Junior Electrical Draftsman
5352	Electrical Draftsman
5354	Senior Electrical Draftsman
5360	Junior Civil Draftsman
5362	Civil Draftsman
5364	Senior Civil Draftsman
5370	Cost Estimator

INSPECTION SERVICE
(Code 6000)

Health and Sanitation Inspection Group (Code 6100)

6102	Rodent Controlman
6104	Senior Rodent Controlman
6110	Dairy and Milk Inspector
6112	Senior Dairy and Milk Inspector
6114	Chief Dairy and Milk Inspector
6120	Sanitation and Housing Inspector
6122	Chief Sanitation and Housing Inspector
6124	Assistant District Supervisor, Sanitation and Housing Inspection
6126	District Supervisor, Sanitation and Housing Inspection
6130	Industrial Wastes Inspector

Public Safety Inspection Group (Code 6200)

6202	Hose Inspector
6208	Sewer Gas Tester
6212	Street Lighting Inspector
6216	Sewer Safety Inspector
6220	Inspector of Weights and Measures
6222	Senior Inspector of Weights and Measures

Class Code	Class Title
6224	Sealer of Weights and Measures
6230	Street and Sidewalk Inspector
6232	Senior Street and Sidewalk Inspector
6236	Boiler Inspector
6238	Senior Boiler Inspector
6242	Plumbing Inspector
6244	Chief Plumbing Inspector
6248	Electrical Inspector
6250	Chief Electrical Inspector
6252	Line Inspector
6254	Building Inspector
6256	Senior Building Inspector
6258	Chief Building Inspector

Construction Inspection Group (Code 6300)

6310	Mechanical Construction Inspector
6318	Construction Inspector
6320	Senior Construction Inspector
6322	Associate Construction Inspection Engineer
6324	Construction Inspection Engineer
6326	Senior Construction Inspection Engineer
6330	Building Construction Inspector
6332	Chief Building Construction Inspector

LABOR AND TRADES SERVICE
(Code 7000)

Administrative Group (Code 7100)

7102	Maintenance and Repair Assistant Superintendent, Hetch Hetchy Project
7104	Mechanical Shop and Equipment Assistant Superintendent
7120	Buildings and Grounds Maintenance Superintendent
7122	Buildings Maintenance Superintendent
7123	Machine Shop and Parking Meter Superintendent
7124	Maintenance and Repair Superintendent, Hetch Hetchy Project
7126	Mechanical Shop and Equipment Superintendent
7128	Power House Superintendent
7130	Power and Plant Superintendent
7131	Electrical Maintenance and Construction Superintendent
7134	Water Construction and Maintenance Superintendent
7136	Water Shops and Equipment Superintendent
7150	City Shops General Superintendent
7152	Transit Equipment Superintendent

Supervisory Group (Code 7200)

Class Code	Class Title
7201	Supervisor, Structural Maintenance
7202	Assistant Superintendent, Structural Maintenance
7203	Buildings and Grounds Maintenance Supervisor
7204	Chief District Water Serviceman
7205	Chief Operating Engineer
7206	Voting Machine Custodian
7207	Docks and Shipping Water Service Supervisor
7208	Roads Maintenance Supervisor
7209	School Heating and Ventilating Supervisor
7210	School Maintenance Coordinator
7212	Automotive Transit Equipment Supervisor
7214	Electrical Transit Equipment Supervisor
7215	General Laborer Foreman
7216	Electrical Transit Shop Foreman
7220	Asphalt Finisher Foreman
7221	Asphalt Plant Foreman
7222	Blacksmith Foreman
7223	Cable Machinery Supervisor
7224	Car and Auto Painter Foreman
7225	Transit Paint Shop Foreman
7226	Carpenter Foreman
7227	Cement Finisher Foreman
7228	Automotive Transit Shop Foreman
7229	Transmission Lineman Foreman
7230	Fire Department Water System Foreman
7231	School Buildings Maintenance and Repair Supervisor
7232	General Utility Mechanic Foreman
7233	Glazier Foreman
7234	Instrument Maker Foreman
7235	Lineman Foreman
7236	Locksmith Foreman
7237	Machinist Foreman
7238	Electrician Foreman
7239	Plumber Foreman
7240	Water Meter Shop Foreman
7241	Motorized Equipment Mechanic Foreman
7242	Painter Foreman
7243	Parking Meter Serviceman Foreman
7244	Power Plant Foreman
7245	School Equipment Foreman
7246	Sewer Repair General Foreman
7247	Sheet Metal Worker Foreman
7248	Steamfitter Foreman
7249	Automotive Mechanic Foreman
7250	Utility Foreman
7251	Trackman Foreman
7252	Chief Sewage Plant Operator
7253	Electrical Transit Mechanic Foreman
7254	Automotive Machinist Foreman
7255	Power House Electrician Foreman
7256	Electric Motor Mechanic Foreman

Supervisory Group (Code 7200) (Continued)

Class Code	Class Title
7272	Carpenter General Foreman
7274	Lineman General Foreman
7276	Electrician General Foreman
7277	Motorized Equipment Mechanic General Foreman
7278	Painter General Foreman
7280	Sewer Repair Assistant Superintendent
7281	Street Cleaning General Foreman
7282	Street Repair General Foreman
7283	Track Maintenance General Foreman
7284	Utility General Foreman
7285	Transmission Lineman General Foreman

Journeyman Trade Group (Code 7300)

7301	Armored Truck Operator
7302	Audio-Visual Equipment Technician
7303	Barber
7304	Battery Assembler
7305	Blacksmith
7306	Body and Fender Worker
7307	Bricklayer
7308	Cable Splicer
7309	Car and Auto Painter
7311	Cement Finisher
7312	Chauffeur
7313	Automotive Machinist
7314	Curb Setter
7316	District Water Serviceman
7317	Senior District Water Serviceman
7319	Electric Motor Mechanic
7321	Elevator Mechanic
7323	Fire Department Water System Sub-Foreman
7325	General Utility Mechanic
7326	Glazier
7327	Granite Cutter
7328	Heavy Equipment Operator
7329	Hospital Instrument and Equipment Mechanic
7331	Instrument Maker
7333	Junior Operating Engineer
7334	Operating Engineer
7335	Senior Operating Engineer
7337	Light Motor Equipment Operator
7339	Lineman
7342	Locksmith
7343	Machinist
7344	Carpenter
7345	Electrician
7346	Painter
7347	Plumber
7348	Steamfitter
7350	Meat Cutter

Class Code	Class Title
7351	Head Meat Cutter
7353	Water Meter Repairman
7354	Motor Equipment Operator
7355	Motorized Equipment Mechanic
7356	Museum Antique Restorer
7357	Museum Printer
7358	Pattern Maker
7359	Piano Tuner
7360	Pipe Welder
7361	Plasterer
7363	Power House Electrician
7364	Power House Operator
7365	Senior Power House Operator
7367	Radio Technician
7368	Senior Radio Technician
7370	Rigger
7372	Sewage Plant Operator
7373	Senior Sewage Plant Operator
7376	Sheet Metal Worker
7377	Stage Electrician
7378	Tile Setter
7379	Electrical Transit Mechanic
7380	Electrical Transit Mechanic Sub-Foreman
7381	Automotive Mechanic
7382	Automotive Mechanic Sub-Foreman
7383	Transmission Lineman
7384	Typewriter Repairman
7385	Senior Typewriter Repairman
7387	Upholsterer
7388	Utility Plumber
7389	Water Gateman
7390	Welder
7392	Window Cleaner
7393	Window Cleaner Sub-Foreman
7395	Ornamental Iron Worker

Skilled Labor Group (Code 7400)

7404	Asphalt Finisher
7406	Asphalt Finisher Sub-Foreman
7408	Assistant Power House Operator
7409	Electrical Transit Serviceman
7410	Automotive Serviceman
7412	Autom tive Serviceman Sub-Foreman
7414	Blacksmith Finisher
7416	Book Repairer
7418	Senior Book Repairer
7420	Bridgetender
7422	Cribber
7423	Cribber Sub-Foreman

Skilled Labor Group (Code 7400) (Continued)

Class Code	Class Title
7424	Dryer-Mixerman
7426	Elevator Operator
7428	Hod Carrier
7430	Institutional Barber
7432	Lineman Helper
7434	Machinist Helper
7436	Electrician Helper
7438	Maintenance Man (Boys Ranch School)
7440	Maintenance Repairman
7442	Water Meter Repair Helper
7444	Parking Meter Serviceman
7446	Reservoir Keeper
7448	Sewer Cleaner
7449	Sewer Serviceman
7450	Shade and Drapery Man
7451	Senior Shade and Drapery Man
7452	Shade Man
7454	Signalman
7456	Street Sign Repairman
7458	Switch Repairer
7460	Traffic Painter
7462	Utility Plumber Helper
7464	Voting Machine Serviceman
7466	Voting Machine Assistant Custodian
7468	Water Construction and Maintenance Laborer
7470	Watershed Keeper
7472	Wire Rope Cable Maintenance Mechanic

Semi-Skilled and General Labor Group (Code 7500)

7502	Asphalt Worker
7506	Dump Attendant
7510	Flusher Nozzleman
7514	General Laborer
7516	General Laborer Sub-Foreman
7520	Incinerator Operator
7524	Institution Utility Man
7530	Street Cleaner
7532	Street Cleaner Sub-Foreman
7540	Trackman
7550	Utility Man, Schools
7560	Yardman

LEGAL, PROTECTION AND DETENTION SERVICE
(Code 8000)

Legal and Court Group (Code 8100)

Class Code	Class Title
8102	Process Server
8106	Legal Process Clerk
8108	Senior Legal Process Clerk
8112	Court Clerk
8114	Senior Court Clerk
8118	Legislative Clerk
8120	Senior Legislative Clerk
8124	Assistant Chief Deputy Sheriff (Civil)
8126	Chief Deputy Sheriff (Civil)
8130	Administrative Assistant, District Attorney's Office
8134	Confidential Crime Reporter
8136	Senior Confidential Crime Reporter
8138	Court Reporter
8142	Public Defender's Investigator
8144	Psychiatric Investigator, District Attorney's Office
8146	District Attorney's Investigator
8148	Senior District Attorney's Investigator
8150	Domestic Relations Counselor
8152	Senior Domestic Relations Counselor
8156	Claims Records Supervisor
8158	Claims Investigator
8160	Senior Claims Investigator
8162	Claims Adjuster
8163	Assistant Claims Agent
8164	General Claims Agent
8166	Compensation Claims Supervisor
8168	Medical Claims AssistantSupervisor
8170	Medical Claims Supervisor
8172	Juvenile Court Referee
8174	Attorney (Civil) (Criminal)
8176	Trial Attorney (Civil) (Criminal)
8178	Senior Attorney (Civil) (Criminal)
8180	Principal Attorney (Civil) (Criminal)
8182	Head Attorney (Civil) (Criminal)
8184	Chief Attorney (Civil) (Criminal)
8186	Attorney for the Public Administrator
8188	Public Utilities Counsel
8190	Attorney, Tax Collector
8192	Controller's Legal Counsel
8194	Chief Attorney, Criminal (Public Defender)
8196	Public Defender
8197	City Attorney
8198	District Attorney

Protection and Apprehension Group (Code 8200)

Class Code	Class Title
8202	Watchman
8208	Park Patrolman
8210	Head Park Patrolman
8212	Gatekeeper
8216	Stage Doorman
8220	Sergeant-at-Arms
8222	Armored Truck Guard
8226	Museum Guard
8228	Senior Museum Guard
8230	Chief Museum Guard
8234	Fire Alarm Dispatcher
8236	Chief Fire Alarm Dispatcher
8240	Transportation Coordinator (Disaster Corps)
8242	Medical Coordinator (Disaster Corps)
8244	Public Information Coordinator (Disaster Corps)
8246	Disaster Corps Director
8250	Police Identification Clerk
8254	Police Rangemaster
8256	Police Motor Vehicles Inspector
8260	Assistant Criminalist
8262	Criminalist

Correction and Detention Group (Code 8300)

8301	Sheriff's Property Keeper
8302	Jail Matron
8304	Deputy Sheriff
8306	Senior Deputy Sheriff
8308	Sheriff's Sergeant
8310	Sheriff's Lieutenant
8312	Sheriff's Captain
8314	Chief Deputy Sheriff (Jail)
8320	Counselor (Boys Ranch School) (Juvenile Hall)
8322	Senior Counselor (Boys Ranch School) (Juvenile Hall)
8324	Supervising Counselor (Boys Ranch School) (Juvenile Hall)
8330	Director, Boys Ranch School
8336	Business Manager, Juvenile Court
8340	Night Superintendent, Juvenile Hall
8342	Superintendent, Juvenile Hall
8348	Undersheriff
8350	Sheriff

Probation and Parole Group (Code 8400)

8402	Probation Officer Trainee
8410	Probation Officer, Juvenile Court
8412	Senior Probation Officer, Juvenile Court

Probation and Parole Group (Code 8400) (Continued)

Class Code	Class Title
8414	Supervising Probation Officer, Juvenile Court
8416	Assistant Chief Probation Officer, Juvenile Court
8418	Chief Probation Officer, Juvenile Court
8430	Adult Probation Officer
8432	Senior Adult Probation Officer
8434	Supervising Adult Probation Officer
8436	Chief Adult Probation Officer

TRANSPORTATION SERVICE
(Code 9000)

Street Transit Group (Code 9100)

9102	Transit Equipment Cleaner
9104	Transit Equipment Cleaner Sub-Foreman
9108	Fare Collections Helper
9110	Fare Collections Receiver
9111	Fare Collections Teller
9112	Fare Collections Cashier
9114	Senior Fare Collections Cashier
9116	Senior Fare Collections Receiver
9117	Principal Fare Collections Receiver
9118	Transit Revenue Supervisor
9122	Transit Information Clerk
9124	Senior Transit Information Clerk
9126	Transit Traffic Checker
9128	Senior Transit Traffic Checker
9130	Transit Schedule Maker
9134	Transit Schedule Supervisor
9136	Transit Traffic Superintendent
9140	Transit Time Auditor
9144	Transit Service Inspector
9150	Transit Control Dispatcher
9152	Transit Control Assistant Supervisor
9154	Transit Control Supervisor
9160	Night Transit Dispatcher
9162	Day Transit Dispatcher
9170	Transit Operating Instructor
9172	Operational and Safety Training Supervisor
9180	Transportation Division Superintendent
9182	Transportation Assistant Superintendent
9184	Transportation Superintendent
9186	General Manager, Municipal Transit System

Airport Operations Group (Code 9200)

9202	Airport Communications Clerk
9204	Airport Communications Supervisor
9210	Airport Security Officer
9212	Airfield Safety Officer

Class Code	Class Title
9220	Airport Operations Supervisor
9222	Airport Operations Coordinator
9224	Airport Operations Superintendent
9230	Airport Custodial Services Supervisor
9232	Airport Mechanical Maintenance Supervisor
9240	Airport Electrician
9242	Head Airport Electrician
9250	Airport Maintenance Supervisor
9252	Airport Maintenance Superintendent
9254	Airport Administrative Engineer
9260	Airport Assistant General Manager
9262	Airport General Manager

Exhibit A

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

151 CITY HALL

William A. Lahanier, President
William Kilpatrick, Vice President
Hubert J. Soher, Commissioner

George J. Grubb
General Manager, Personnel

August 24, 1959

MEMORANDUM

To: Department Heads, Supervisory Personnel, Employees and Employee Organizations of the City and County of San Francisco.

From: Civil Service Commission and J. L. Jacobs & Company

Subject: Position Classification Survey

As you know, the City and County of San Francisco has engaged J. L. Jacobs & Company, Consultants in Public Administration and Finance, to conduct a comprehensive review of all positions in the City and County service (except police, fire and platform employees) and to develop an up-to-date classification plan for such positions.

The purpose of this memorandum is to give you some information about the survey, the procedures that will be followed, and the end products of the work. It also points out certain things that are not included in the classifying of positions nor in the classification plan.

The mutual understanding about the work ahead will be of benefit to all employees and to the consultants in the course of the work.

What is Job Classification?

Job classification is the process of defining and naming the work performed by each employee. The classification of each position is determined by (a) the kind of work or actual duties performed, (b) the level of difficulty and responsibility of the position, and (c) the qualifications of an employee that are required to satisfactorily carry out the work and responsibilities of the job.

In the process of classifying positions, those positions that are similar as to kinds and levels of work and responsibilities and qualification requirements are grouped together under the same classification title. In this way these positions and the employees who occupy them can be treated the same under all phases of the personnel program. This equity and uniformity is a major benefit of proper and up-to-date classification of jobs.

As indicated above, we wish to stress that jobs are classified - not people. The classification of a position is based on the duties of the job - not on the abilities, qualifications or performance of the employee. We wish to stress that this classification study in no way measures the competence of the individual employee. This feature of the classification process must be clearly understood.

We also wish to point out that this classification survey has nothing to do with reviewing or determining the organization or the number of positions that are required to carry out any particular city or county activity. Jobs are classified as they now stand under existing organizations, procedures and pattern of staffing.

How is Job Classification Carried Out?

The process of classifying jobs in the city and county service follows well defined and tangible steps. These are summarized in the following.

Prior to the technical phases, meetings are held with appointing officers, employees, and employee representatives to explain the purposes and aims of the survey, and to insure understanding and cooperation of all involved. In addition, problem areas can be brought to the attention of the survey staff for consideration and coordination.

(1) The first step is to gather facts and find out the specific duties of each position in each department. This is done by means of questionnaires which are filled in by the employees and their supervisors and by means of field or desk audits by the consultant staff. The consultant staff will not talk with all employees, but will personally study a representative sample of positions performing different types of work, will review the duties of all positions, and will visit the respective places of work.

(2) Following such job analysis, each position will be given a preliminary classification, similar positions will be grouped together and compared to assure similarity, and job descriptions will be

written for the respective classes of positions.

(3) Following the above steps and completion of the preliminary classification plan, the preliminary materials will be made available for review and suggestions by the department officials and employees. This review is an important part of the classification process to assure that any "bugs" in the preliminary plan are identified and corrected.

(4) After completion of the review and making of the necessary adjustments, the final classification plan will be submitted for adoption by the Civil Service Commission.

Grading Classes of Positions.

In addition to classifying positions as outlined above, the consultants will also recommend a plan of grading or evaluation of the classes of positions which are included in the final classification plan.

Such grading will provide for the proper levels and inter-relationships among the classes of positions as a basis for subsequent salary determinations and salary standardization. It will also be a guide in determining normal lines of promotion among classes of positions in the several occupational groups.

The grading of the respective classes of positions will be based upon the evaluation of factors which are considered in classification in the first place.

Application and Benefits of the Classification Plan.

The conduct of the survey at this time will be the first comprehensive review of the classification of positions in the city and county service in the last thirty years. The need for the survey has been recognized by the Civil Service Commission and by many employees, employee groups, public, civic and professional groups, together with the press, for some time.

The specific actions that will be required to apply the new plan after it is completed cannot be anticipated at this time. It must be expected, however, that there will be changes under the new plan - ranging from simple changes in title to completely new classifications.

Anticipating that such changes will be called for, it is particularly important to assure all employees that their civil service status will not be affected nor will they be adversely affected in any other way by the results of the classification survey. This basic policy conforms with charter requirements and with customary and proper procedure after such survey.

In proceeding with the survey and effectively carrying out its recommendations, positive benefits will result for the entire city and county government and for its employees, through:

(1) assurance that all positions are properly classified on the basis of their duties and responsibilities,

(2) adoption of uniform titles for all positions having similar duties, responsibilities and qualification requirements, with resultant assurance of equity in personnel administration.

(3) schematic grading of all classes of positions for purposes of salary standardization and determining normal and appropriate lines of promotion to provide career opportunities for employees,

(4) providing an efficient and sound basis for budgeting for personal services.

Your cooperation and assistance as the survey work progresses will be greatly appreciated.

J. L. JACOBS & COMPANY

J. L. Jacobs

J. L. Jacobs
Managing Partner

CIVIL SERVICE COMMISSION

George J. Grubb

George J. Grubb
General Manager, Personnel

CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission

Exhibit B

POSITION CLASSIFICATION QUESTIONNAIRE

No.....

1. Name of Employee:	2. Employee's Classification:	3. Present Salary or Wage Rate:	DO NOT USE THIS SPACE

PECIAL NOTE: Before starting to fill out this questionnaire, read the accompanying instructions and uggestions about entering your answers on the respective items.

ITEMS TO BE FILLED IN BY (OR FOR) EMPLOYEE

Give location of office or place of work:

.....
(Room and building or district office))

5. Name of Department.....

Bureau.....Division.....

Give name and title of the person from whom you ordinarily receive instructions and who assigns, supervises and passes upon your work:

ame.....Title.....

Indicate your hours of work: (a) Week days: from ..... to .....; (b) Saturdays: from ..... to .....; (c) Sundays: from ..... to .....; (d) Net regular working hours per week .....

List any equipment operated or used by you in your work: (a)..... (b).....
(c)..... (d).....(e)..... (f).....

List titles of any forms or records regularly used by you in performing your work: (a).....
(b)..... (c).....(d)..... (e).....

0. Give the title by which your position is usually known in your Department .....

1. Describe in detail the work that you do. Describe each kind of work separately, beginning with the kind that normally takes most of your time. Then describe the next important kind of work and so on, entering the special or occasional duties last. In the column at the left, give your best estimate of the percent or fraction of your total working time that is taken up by each kind of work described. Attach a separate sheet, if necessary, to describe the different kinds of work you do:

Per Cent of Time	

2. If you supervise others, indicate the kind of work and number and titles of employees supervised. (See Instructions)

.....

.....

.....

certify that I have read the instructions and that the answers are my own and are accurate and complete.

(Signed).....(Signature of employee) .....(Date) 19.....

TO BE FILLED IN BY THE IMMEDIATE SUPERIOR

13. Indicate in what respects, if any, the statements of the kinds of work, assignments and supervision are not sufficiently or accurately described by the employee under the existing organization and procedures:

.....

.....

.....

14. Indicate briefly the essential nature of the work and responsibilities of the duties and the attention and supervision it requires:

.....

.....

.....

.....

15. Describe the qualifications which you believe should be required in filling future vacancies in this position. Consider the desirable qualifications for the position itself rather than the qualifications which the present incumbent may or may not have.

(a) Education and special training: Years and kind.....

(b) Practical experience: Years and kind.....

(c) Licenses or Certificates required.....

(d) Special knowledge, abilities and skills desired.....

(e) Personal characteristics .....

(f) Other desirable qualifications and requirements.....

16. Indicate any other position or positions in your department or division having duties of similar kind and responsibility, giving the present classification and number of such positions.

.....

.....

.....

17. Summarize in the following or on an attached sheet, any suggestions for facilitating and improving work and procedures that will aid in maintaining high standards of personnel services.

.....

.....

.....

I certify that I have read the instructions and that to the best of my knowledge and belief, the above entries are accurate and complete.

.....	.....	.....19.....
Signature of Immediate Superior	Title	Date

TO BE FILLED IN BY DEPARTMENT HEAD OR HIS AUTHORIZED REPRESENTATIVE

18. Indicate in what respects, if any, the above entries of the employee or the immediate superior are not sufficiently or accurately described.

.....

.....

.....

.....

I certify that to the best of my knowledge and belief all entries of the employee and the immediate superior are accurate and complete as they relate to employment in my department.

.....	.....	.....19.....
Signature of Department Head	Title	Date

Do not write below this line

CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

Exhibit C

GUIDE AND INSTRUCTIONS FOR FILLING OUT POSITION DESCRIPTION QUESTIONNAIRE

The following guide and instructions cover the descriptions of duties, responsibilities and minimum requirements of individual positions which should be filled in on the position description questionnaire by or for each officer and employee.

The descriptive material will be used for classification and valuation purposes. These guides apply to the usual situations and additions to or deviations from the same will be made when necessary to clearly and fully describe each position.

ITEMS TO BE FILLED IN BY EMPLOYEE

Items 1, 2, and 3. In case the name and payroll title or present salary as typed on the questionnaire has been changed, enter the current information in the appropriate space.

Item 4. Give the building, office and room number, and location where you work or can be reached.

Item 5. Enter the name of the department, bureau and/or division.

Item 6. Give the name and title of your immediate supervisor. If you work part-time under more than one supervisor give the name and title of each and the kind of work each supervises.

Item 7. Simply enter the hours of work, such as 8:30 A.M. to 5 P.M., etc. If you do not work regular hours, please attach explanation and usual schedule. Total hours of work per week should not include lunch periods.

Item 8. List any equipment used or operated by you in your work, such as office equipment, machines, small tools, etc. Give sufficient information to properly identify the equipment.

Item 9. Enter names and form numbers of any standard forms or records used by you in your work, such as daily time record, payroll form, requisition form, general ledger, cash book, etc. (If necessary attach complete listing.)

Item 10. Give the name which you and your fellow workers use for your position, regardless of the payroll title.

Item 11. THIS IS ONE OF THE MOST IMPORTANT ITEMS ON THE QUESTIONNAIRE. READ INSTRUCTIONS ON REVERSE SIDE OF THIS SHEET BEFORE COMPLETING ITEM 11.

Item 12. If you supervise fewer than six employees, give their names and titles. If you supervise six or more, give the number of persons and titles of each group, such as 3 office clerks, 1 timekeeper, etc. State whether you have full responsibility for getting the work done, or just show the employees how to do the work.

ITEMS TO BE FILLED IN BY IMMEDIATE SUPERVISOR

Item 13. If you believe the employee has not correctly or fully described his work, or if he has overstated or understated any points, please indicate in what respect so that the record will be accurate and complete. THIS IS VERY IMPORTANT because some workers either minimize or over-emphasize the difficulty of their jobs.

Item 14. State in your own words, the essential kind of work the employee performs, just what responsibilities the employee assumes, and what degree of supervision is given the work and the employee on the job.

Item 15. State your opinion as to the desirable previous qualifications in regard to training and experience that an applicant or employee should have to perform the duties of the position satisfactorily, WITHOUT REGARD to the actual qualifications which the employee now in the position may happen to possess.

Item 16. List similar positions, such as 3 other typists, 5 other junior clerks, etc.

Item 17. Outline any suggestions that you have in regard to this position which in your opinion will improve or will otherwise be of benefit to the service.

ITEMS TO BE FILLED IN BY DEPARTMENT HEAD OR HIS AUTHORIZED REPRESENTATIVE

Item 18. If certain questions should be more completely answered, or if certain answers have been under or overstated please so indicate. If department head has completed items 13-17 as Immediate Supervisor, item 18 will be left blank.

INSTRUCTIONS FOR COMPLETING ITEM 11

Under Item 11 describe the specific kinds of work you do, using a separate sentence for each physical or mental activity required to accomplish your work. Do not describe your duties in paragraph form, but begin each statement with a separate sentence as illustrated in the examples listed below. Start each sentence with the pronoun "I" followed immediately by an action verb in the present tense, such as:

1. I file correspondence, memoranda, and other written material alphabetically (or numerically, chronologically, or by subject matter code).

2. I copy the names and addresses of registered voters into a ledger.

3. I distribute the mail to the various offices of my department.

4. I inspect buildings, sidewalks and construction work to insure compliance with plans and specifications.

5. I take and identify (code) fingerprints.

6. I operate a street sweeper and refuse collection truck.

7. I make major repairs to automotive equipment.

8. I paint hydrants, buildings, inside trim and truck bodies using a brush and spray gun.

9. I sweep sidewalks, floors, and stairways; wash windows; wax floors with a mechanical waxer.

> IMPORTANT: Do not use such terms as "I handle.....", "I keep.....", "I assist.....". These terms are too vague and have little meaning. Tell what you do, how you do it, and why you do it.

The following are examples of supervisory duties. They may be used by you only if they are part of your job duties:

1. I assign duties and work to (number) employees under my supervision.

2. I review (or inspect) completed work before I turn it over to the (title) in order to make sure that it is accurate and has been performed according to instructions.

3. I interpret departmental rules, regulations and policies to my employees.

4. I have the authority to require my employees to work overtime when funds are legally provided.

Exhibit D

GUIDELINES FOR PREPARING CLASS SPECIFICATIONS

1. OUTLINE FOR CLASS SPECIFICATIONS
2. GUIDELINES FOR WRITING CLASS SPECIFICATIONS
3. SUPPLEMENTAL DEFINITION OF LEVELS OF SUPERVISION RECEIVED
4. SAMPLE OF CLASS SPECIFICATION

Exhibit D

CLASS CODE _____

CLASS TITLE:

CHARACTERISTICS OF THE CLASS:

1st Paragraph:

1. Level of supervision received
2. Type of work - level and complexity
3. Occupational level - e.g., professional, sub-professional, technical, journeyman level (as applicable)
4. Level of supervision given, if any.

2nd Paragraph:

5. Other specified responsibilities applicable in the class - e.g.:

Policy and Methods
Assets
Personal Contacts
Records and Reports
Extent and character of analysis, judgment and initiative required (as applicable)
Degree and character of physical exertion, dexterity, etc.
Unavoidable hazards, surroundings, working conditions, etc. (as applicable).

EXAMPLES OF DUTIES:

MINIMUM QUALIFICATIONS:

Training and Experience:

Knowledge, Skills and Abilities:

License or Certificate Requirement:

NORMAL LINES OF PROMOTION:

From:

To:

Exhibit D

GUIDELINES FOR WRITING CLASS SPECIFICATIONS

I. TITLE OF THE CLASS: Standard Title CODE: Numerical code of the class.

(Use caps and underline section titles for emphasis.)

II. CHARACTERISTICS OF THE CLASS:

Use this section to describe (A) supervision received, (B) the nature of the work, and (C) responsibility involved, in that order. All phrases within this section will be separated by semicolons.

A. Supervision Received.

Listed below are five phrases for describing various kinds of supervision received. While there are many excellent and effective ways of presenting this factor, the following will be used in the interest of uniformity:

1) "Under immediate supervision is responsible for..."

The word "immediate" as used here means that the employee has no authority to select alternative work methods or to render independent judgments of any consequence. Each is performed according to detailed instructions written or oral. Assignments are usually of short duration and when completed are usually checked for accuracy and adherence to instructions and established regulations, as well as for the worker's rate of performance.

2) "Under general supervision is responsible for..."

Employees working under general supervision usually receive some instructions with respect to the details of most assignments, but are free to develop their own work sequences within established procedures, methods and policies. They are often physically removed from their supervisor and subject to only periodic supervisory checks.

3) "Under direction is responsible for..."

Employees at this level usually receive a general outline of the work to be performed and are generally free to develop their own work sequences and methods within the scope of established policies. New, unusual, or complex work situations are almost always referred to a superior for advice. Work is periodically checked for progress and conformance to established policies and requirements.

4) "Under general direction is responsible for..."

Employees at this level are usually in charge of a small but important organizational unit or a larger less important unit. They plan and carry out assignments with little supervision. They report regularly to a superior usually by means of occasional conferences to discuss work progress or new problems which require advice from above.

5) "Under administrative direction is responsible for..."

At this level, employees are frce to plan, develop and organize all phases of the work necessary for its completion within broad program guidance. Generally, they can develop and utilize any procedures and methods which do not conflict with major policies. Supervision is generally exercised over them through staff conference-type discussions and a review of progress reports.

B. Nature of the work.

Some sample phrases which will be used to describe the nature of the work are:

routine clerical
complex general office duties
skilled _____ work at the jurneyman level
beginning level professional work...
technical
scientific
custodial
laboring
instructional work in _____
administrative

Together with above terminology specify the kind or field of work involved, i.e. "scientific research work in aquatic biology", "professional legal work involving interpretations of the Finance Code", "skilled carpentry work", etc.

Describe difficulty of the work using the following phrases:

1) Routine difficulty - since in this situation the work is usually repetitive and the employee works from detailed instructions, the difficulty is limited to accuracy and speed.

2) Average difficulty - means that the employee is confronted with a variety of duties susceptible to different methods of solution which, in turn, places a correspondingly higher demand upon his resourcefulness and concentration. Superisors of small groups of workers engaged in routine assignments; inspectors; journeymen workers in the skilled trades and beginning level professional workers usually perform work of "average" difficulty. Positions that require the analysis and evaluation of raw data and the rendering of conclusions would, in many instances, fall into this category. (It should be noted that certain types of work may be very difficult for the uninitiated and very simple to those trained in its performance.) When using the word "difficult" we always means that the term applies to groups of the general educational and experience level called for by that class.

3) Considerable difficulty - refers to duties which require a high degree of concentration because of the many factors which must be considered and weighed before a decision can be reached. Usually positions requiring the planning, development and coordination of programs and the direction of fairly large groups of people would fall into this category.

4) Unusual difficulty - refers to the type of position which requires the exercise of considerable managerial, administrative or scientific skill often involving several unrelated activities; frequent decisions; the meeting of deadlines; nogotiations with other high-level functionaries; and the planning, organization, development and coordination of large scale work projects, requiring an unusual amount of concentration and analytical ability; or unusually difficult engineering or scientific research and/or development.

C. Responsibilities

All jobs involve some type of responsibility, although low level positions may involve only the responsibility for following instructions quickly and accurately. Higher level jobs will involve some of the responsibilities listed below, which should be included in this section:

1) Materials or products
2) Equipment or a process
3) Directing the work of others
4) Safety or welfare of others
5) Negotiations
6) Public contacts
7) Teaching others
8) Money
9) Planning, organizing, developing and coordinating a program or work unit.

Always indicate what materials, how supervise others and what kinds of workers are supervised, what kinds of contacts, how much money (in general terms), etc.

For those classes which are essentially supervisory (where the most important responsibility is directing the work of others) describe in phrases similar to those listed below:

"Is responsible for..."

1) Exercising immediate supervision over a small group of clerks and typists".

2) Exercising general supervision over a large group of accountants, clerks and typists".

3) Exercising general direction over a large organizational unit of professional and sub-professional engineering personnel".

4) Exercising administrative direction over several service and maintenance units in a medium size general hospital".

For classes in which supervisory responsibility is secondary, supervision exercised will be described by such phrases as:

1) "May occasionally supervise a small group of clerks and typists".

2) "May supervise helpers and drivers in the performance of the work".

3) "Frequently exercises general supervision over a small group of comisionados in the field".

4) "Occasionally exercises general supervision over a small research group engaged in field studies".

D. Related duties

Always end the "Characteristics of the Class" section with the words: "...; and performs related work as required".

III. EXAMPLES OF DUTIES (Illustrative only):

A. In general confine duty statements to not more than ten.

B. More important duties should be listed first and the less important last.

C. Do not use "etc." in duty statements.

D. Start each statement with an action verb in the present tense singular.

E. Each duty statement should be confined to one action or a few closely related actions.

F. Start duty statements at left-hand margin and, if necessary to use a second line, indent five spaces.

G. If possible, elaborate on each duty statement to the extent that "what is done", "how it is done", and "why it is done" are indicated.

IV. MINIMUM QUALIFICATION REQUIREMENTS:

A. Education and Training.

Indicate kind and years of education and specialized training required. (Latter may be in months and should indicate intensity of course, i.e. "night course", "full-time", "part-time", etc.)

B. Experience or Service

Indicate kind and years of experience required. Common alternatives should be stated such as substitution of service for outside experience.

C. Knowledge, Mental Ability and Physical Skill.

List knowledge first.
List mental abilities next.
List physical skills last.

1) Knowledge

The degree of knowledge of a subject will be expressed as "comprehensive", "general", "good", or "some".

While these terms may have a slightly different connotation to different people, nevertheless persons experienced in the writing of class specifications will readily recognize the "amount" of knowledge required by analyzing the duties of the class. Some additional comments follow to clarify further:

a) "comprehensive knowledge" indicates that the applicant must be an "expert" in the field and be thoroughly acquainted with all phases of it.

b) "general knowledge" indicates the need for broad subject matter knowledge in the occupational field concerned and the capacity to do most phases of it. This means that the applicant should posses a great store of information concerning applicable theories, principles, techniques, equipment and processes.

c) "good knowledge" indicates the knowledge expected of a person who is capable of carrying out an assignment in a rather narrow occupational field after being briefed as to the purpose of the project, and receiving general guidelines in the way of staffing, time, money and policies for carrying out the work. In the skilled trades it should be used for fully skilled, "journeymen" level jobs.

d) "some knowledge" indicates familiarity with basic terminology and with some of the more important sources of information (so that the employee can quickly supplement a lack of knowledge through fast reference), principles, tools, materials, equipment or processes used. It is the amount of knowledge one might expect of an apprentice or beginner in a particular field of work with little previous specialized training or experience in it.

(Note: In many beginning (lowest level in an occupation) classes no specialized knowledge is required in which case no knowledge statement is included.)

When describing the kind of knowledge required, consideration should be given to such points of pre-employment or on-the-job knowledge as:

a) Knowledge of machines and equipment used.
b) Knowledge of materials used.
c) Knowledge of working procedures and techniques.
d) Knowledge of theories and principles involved.
e) Knowledge of dimensional or formulary calculations.
f) Knowledge of applicable law and regulations.
g) Knowledge of the organization and its functions.
h) Broad subject-matter knowledge.

Knowledge, abilities, or skills which can only be obtained in a position of the class should never be included in the requirements of the class.

It is desirable to state specifically why specialized knowledge is required of an applicant, i.e. "Must have good knowledge of the working properties of steel, aluminum, brass, and magnesium alloys in order to judge proper cutting speeds and the shape of the cutting tool".

In writing descriptions about equipment operation always indicate whether the operator is responsible for setting up the machine, or repairing and maintaining the equipment in addition to operation.

2) Mental abilities

Mental abilities are inherent or developed mental skills which can usually be tested for in a written examination or judged in an oral interview. The quantitative adjectives to be used in describing the degree of ability may be determined by the judgment of the writer. Some abilities are best stated without benefit of a quantitative adjective, e.g. "Ability to deal effectively with others". This rather common requirement would appear awkward if attempt were made to qualify it.

On the other hand, "some ability to write effectively" might well be used to describe the degree needed to prepare short routine reports; and "considerable ability" to describe the degree needed to prepare comprehensive and complex reports. Where adjectives are appropriate use some, considerable, or unusual.

Some Examples of "abilities".

a) "Ability to understand and follow simple oral and written instructions. (Usually used only when little or no other ability is required.)

b) "Some supervisory ability.

c) "Ability to read and write English accurately and easily.

d) "Unusual ability to deal courteously and effectively with others in complex and controversial situations.

e) "Considerable ability in engineering calculations.

f) "Unusual memory for details.

g) "Considerable analytical ability.

h) "Some teaching ability".

3) Physical Skills

Physical skills should include those factors which involve various degrees of arm, leg, hand, digital and/or eye coordination which can usually be tested by means of practical, or performance tests. Again, where an adjective is appropriate to express degree of skill, use some, considerable or unusual. Examples:

a) "Sufficient skill in swimming to enable the applicant to complete 400 meters in less than five minutes.

b) "Sufficient skill in typing to enable the applicant to complete _____ net words per minute.

c) "Sufficient skill in shorthand to enable the applicant to complete _____ net words per minute.

d) "Considerable skill in the operation of moderately complex construction and transportation equipment.

e) "Skill in the use of complex medical laboratory equipment".

4) Valid licenses and certificates required

List those required and where obtained. For example: "A chauffer's license".

DEFINITION OF LEVELS OF SUPERVISION RECEIVED

1. First Level -

Under Immediate Supervision:

This level of supervision indicates that the employee is given short assignments of work with regular checks on performance and a maximum of supervision and control. This level of supervision involves close watch over all specific details in the work step by step.

2. Second Level -

Under Supervision:

This level of supervision indicates that the employee is given an average degree of supervision and that he has a working knowledge of ordinary assignments and ability to execute them satisfactorily. It does not involve a close watch over specific details, but general phases of the work are controlled by constant reference to the supervisor for advice and decision.

3. Third Level -

General Supervision:

This level of supervision indicates that the employee is given overall occasional supervision and that the work is carried on according to standard practice from general instructions without continuous and direct control, only special problems being referred to the supervisor for advice and decision. The employee is required to know the methods and mechanics of his job. The means of performing each task is usually left entirely to the worker.

4. Fourth Level -

Under Direction:

This level of supervision indicates that the employee is given a definite objective and directive as to the work to be done, but is allowed to plan and arrange his own work and procedures according to established policies and procedures. It is expected that there will be need for frequent conferences, both as to the general phases of the work and specific details, although the accomplishment of the definite objective is the responsibility of the employee.

5. Fifth Level -

Under General Direction:

This level of supervision indicates that the employee is given and accomplishes the general objective of each assignment and the completion of the work according to established policies and procedures without much guidance from his immediate supervisor, either as to the general objectives or plans for the work or as to specific details as to how the work is to be accomplished.

6. Sixth Level -

Under General Administrative Direction:

This level of supervision indicates that the employee undertakes and organizes his work, setting up procedures and standards of performance and is usually self-supervising and free to use his own judgment. The technical features of the work are practically all in the hands of the employee. The employee initiates and applies procedures for the specific work of which he has charge, subject to administrative approval and direction which define the general activities within broad limits of established policies and procedures.

7. Seventh Level -

Subject to Administrative Approval:

This level of supervision indicates that the employee is (generally) self-supervisory, exercising the maximum degree of initiative and judgment and has the greatest degree of freedom of action in initiating, developing and approving programs, plans and procedures within the limits of policies and plans laid down by general management and subject to executive approval.

8. Eighth Level -

Subject to Top Management Approval:

This level of supervision indicates that the employee is entirely self-supervisory, exercises the maximum degree of initiative and freedom of action, and is subject only to top management approval as to the policies, plans and programs; initiating, developing and approving programs and policies within the limits laid down and subject only to approval by top management. This level indicates the highest type of direction and is used for classes where the incumbent is not only responsible for carrying out important duties, but also within the limits laid down by charter provisions and State law for the formulation of policies to be followed.

S A M P L E O N L Y

CLASS CODE _____

PRINCIPAL PERSONNEL ANALYST

CHARACTERISTICS OF THE CLASS

Under general direction, performs difficult, technical personnel work in the administration of the position classification, evaluation and compensation plans, covering a wide and varied field of employment, or performs difficult tehcnical work in other phases of personnel administration; supervises and reviews work of a staff engaged in such activities; prepares reports and recommendations; and performs related duties as required.

Requires responsibility for carrying out, interpreting, coordinating, and enforcing existing policies and methods in the Classification or Compensation section of the Classification and Pay Division and for their effective planning, efficient and economical operation. Nature of work requires regular contacts with department heads, other agencies, and persons at all levels to furnish or obtain information on specialized matters. Requires responsibility for preparing, checking and reviewing important detailed and complex records and reports; also for analyzing operational, technical, personnel and financial activities and records and for supervising the compilation, preparation, and analyses of such data. Requires initiative and judgment to follow-through and interpret findings as applicable in the classification and compensation fields.

EXAMPLES OF DUTIES

1. Supervises and participates in major and/or routine classification studies and projects and the processing of departmental classification requests; assigns and reviews work of subordinates.
2. Supervises preparation of class specifications; makes recommendations to the division head regarding establishing, consolidating or abolishing classes.
3. Confers with department heads, employees and others regarding administration and maintenance of the classification system; investigates problems, complaints, and appeals regarding allocations; participates in formulation of related policy matters.
4. Supervises and participates in conducting major salary and wage surveys including the collection, compilation, analyses, and evaluation of data; also special studies and investigations pertaining to fringe benefits, working conditions and other similar matters.
5. Supervises preparation of the salary standardization ordinance and the preparation and amendment of the annual salary ordinance.
6. Supervises preparation of departmental organization charts and their maintenance in current and correct status.

MINIMUM QUALIFICATIONS

Training and Experience: Requires completion of four years college or university with a baccalaureate degree, including major courses in business administration, economics, personnel administration, political science, vocational education, psychology or public administration.

MINIMUM QUALIFICATIONS (continued)

Requires five years of professional personnel experience in technical phases of position classification and/or compensation administration, of which two years must be at the level of a Senior Personnel Assistant.

Knowledge, Skills and Abilities: Requires thorough knowledge of personnel administration, principles of organization, applicable charter and ordinance provisions and civil service rules, and techniques, methods and procedures used in the development and maintenance of position classification systems and compensation plans.

Requires ability to make careful and correct analyses and evaluations and to prepare complete, accurate, and logical reports.

Requires skill and ability to deal tactfully and effectively with department heads, supervisors, employees and their representatives.

PROMOTIVE LINES

To: Supervisor, Wage Scales and Classifications; Personnel Officer, D.P.H.; Administrative Analyst; Business Manager.

From: Senior Personnel Assistant.

Exhibit E

CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission

151 City Hall

May 16, 1960

MEMORANDUM

To: All Department Heads

From: J. L. Jacobs & Company and Civil Service Commission

Subject: Review of Proposed Position Classification Plan

The work on the classification survey has now reached the stage where the over-all plan and the classification of individual positions have been completed in preliminary form, subject only to review by the department officials, employees and employee representatives, continuing review by ourselves, and the making of necessary adjustments.

Under the proposed plan, there are about 1000 classes of positions, to which all individual positions are allocated. The proposed classification of individual positions provides in many cases for retaining the present titles for the respective positions, while in other cases it recommends a new title or classification which more properly reflects the duties and responsibilities actually performed.

Review Process

In accordance with the plan outlined when the classification survey was started several months ago, it is requested that the department officials review the classification plan among themselves and with the employees in their respective departments. Employee representatives will also participate in this review process. The purpose of this review is to assure that the final position classification plan will represent the best pooled judgment of ourselves and the department officials and employees.

The comments and suggestions and other results of this review will be the basis for making necessary adjustments to assure the proper allocation of individual positions to standard classes.

For this review, the following materials are provided now:

(1) List of class titles which make up the proposed classification plan presented (a) by occupational services and groups, and (b) in alphabetical sequence.

(2) Record of the preliminary allocation of individual positions to standard classes, showing the name of the incumbents when the survey was started, the present title for the position, and the recommended title for the position.

In addition, class specifications will be distributed in early June for your consideration in the review process. The class specifications describe the characteristics of the class, examples of duties, qualification requirements and normal lines of promotion. The class specification is descriptive and explanatory, but not restrictive. It is used as the standard and guide for allocating individual positions to the proper class, for testing and selecting persons for employment, and for determining the relative value of the respective classes of positions.

In the course of the review, it is desired that the department officials and employees consider the following elements and make suggestions for adjustments which they consider would be in order:

(1) The appropriateness of the classification of individual positions as indicated by the proposed allocation of each position to one of the standard classes, the comparison with similar positions, and the suitability of the corresponding class specification. The preliminary classification of individual positions follows generally the pattern which was discussed by the consultants and department officials at the time field audits of positions were made. There have been some consolidations of initially recommended titles and there may be more as the reviews are completed. These will strengthen the over-all classification plan.

(2) The relationships between and among the respective positions, as indicated by the proposed classifications, to reflect similarities or differences in duties and responsibilities.

(3) The descriptions of the respective classes of positions set forth in the class specifications, as applicable to the classes of positions in the department. It is pointed out again that the specifications are descriptive and not restrictive, and accordingly do not list all specific duties that may be performed by an employee in the class. It is not necessary that the review of class descriptions involve a detailed checking and editing of language. Rather, it is desired that this phase of the review process should assure that the position(s) allocated to the respective classes perform the types of duties and responsibilities and have the qualification requirements set forth in the corresponding class specification.

Following your review of the preliminary data on the classification plan, it is requested that you submit a memorandum with your comments and suggestions on the main features outlined above as they apply to your department. Your comments and suggestions should indicate your concurrence with the preliminary material or recommendation for adjustments which you believe should be made, together with the basis for such adjustments.

In cases where the department officials or employees recommend changes and request reviews of the classification of individual positions, it is necessary that the individual "Request for Review" form be used. A copy of this form is attached for your information. Additional copies are available in the Civil Service Commission office.

Requests for Review

It is requested that your memorandum with comments and suggestions and any individual requests for review be submitted to the J. L. Jacobs Company in care of the Civil Service Commission, within three weeks after you receive this notice.

Your comments and suggestions and requests for review will be considered individually by the staffs of the J. L. Jacobs Company and the Civil Service Commission, and necessary adjustments will be made where warranted. You and the employees in your department will be advised of the results of this review.

Up-Dating of Allocation Record

Along with the above, it is requested that each department assist in the classification survey at this time by up-dating the list of employees on the allocation record.

The allocation record now identifies each position by the name of the incumbent of the position when the survey was started last September. Position classification questionnaires were obtained from these employees at that time, and the position is still identified in the survey records by the names of such employees.

There have been many changes in employment since the original lists were prepared. These need to be identified now, so the final allocation record will be current.

It is accordingly requested that each department mark on their copies of the allocation record all changes that have occurred, as follows:

(1) In cases where new or transferred employees now occupy positions formerly occupied by employees who have left such positions, cross out the name of the old employee and insert the name of the new employee who presently occupies the position where the change occurred.

(2) In cases where employees have been added to the department staff and did not replace other employees, the names of such employees and their present classification title should be added to the allocation record. In these cases, have the new employee prepare a position description questionnaire for submission to the Civil Service Commission.

(3) In cases where employees have left the service of the department and were not replaced by a new or transferred employee, the name of the former employee should be crossed out and the position marked "vacant".

(4) In so up-dating the allocation record, it is necessary that each department account for all employees on its payroll(s) as of May 31, 1960.

Status of Employees

It is recognized that there will be a variety of types of conditions and problems dealing with the status of employees and application of the new classification plan. These will be identified and resolved as the new classification plan is adopted and put into effect.

The Commission is issuing a separate memorandum to all employees on the status rights of employees arising out of the classification survey. For the moment, we wish to repeat that the allocation or reallocation of a position cannot adversely affect the civil service rights of an employee regularly holding such position.

We wish to thank you for the cooperation and assistance of your department officials and employees on the work to date, and will appreciate the same on the review of tentative classifications as outlined above. Also, we wish to assure you that the staff of J. L. Jacobs Company and of the Civil Service Commission will be available to participate with the department officials, employees and their representatives during the review process.

J. L. JACOBS & COMPANY

Joseph F. Base
Project Director

CIVIL SERVICE COMMISSION

George J. Grubb
General Manager, Personnel

Exhibit F

Request for Review of
Tentative Position Allocation
to Standard Class

Record Number _____

Date Received _____

(1) Department _____ (2) Division _____

(3) Name of Employee _____

(4) Present Title _____

(5) Tentative Class Title _____
(copy from allocation record)

(6) Requested Class Title _____

(7) I request the review and change in the class allocation for my position, for the reasons indicated below:

_____

_____

_____

_____

_____

_____

_____ _____
(Signature of Employee (Date)

(If necessary, continue on other side of this sheet)

(8) Comments by Immediate Supervisor _____

_____

_____

_____

_____ _____
(Signature of Immediate Supervisor) (Date)

(9) Comments by Department Head _____

_____

_____

_____ _____
(Signature of Department Head) (Date)

Exhibit G

REPORT ON REVIEW OF

TENTATIVE ALLOCATION OF POSITION

Name of Employee _____

Department _____ Division _____

Tentative Class Title _____

☐ After careful review of supplemental information furnished relative to the allocation of this position, NO CHANGE is recommended in the tentative classification for the following reason or reasons:

☐ This position is considered sufficiently similar to other positions given the same title to justify its inclusion with them in the same class. The class specification for this class covers the duties and requirements of this position.

☐ No change can be made in the proposed classification of a position because of special experience or seniority of the employee presently occupying such position. Such personal factors are considered only in connection with salary advances within the range for the class or in connection with qualification for promotion to a higher grade position.

☐ Other:

☐ After review of employee's request and other factors relating to the tentative allocation of this position, a CHANGE to the following is recommended and shall be so stated in our report:

Class Title _____

REMARKS:

J. L. JACOBS & COMPANY

_____ Date

_____ Analyst